

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☒ **EXISTING POSITION**

## Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No.	10. Budget Program Number 26311		Agency Number
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Management Systems Analyst			
3. Division Kansas Rehabilitation Services		12. Proposed Class Title			
4. Section	For  Use  By  Personnel  Office	13. Allocation		Position Number	
5. Unit Disability Determination Services		14. Effective Date			
6. Location (address where employee works)  City Topeka County Shawnee		15. By	Approved		
7. (circle appropriate time) Full time Perm. Inter. Part time Temp. %		16. Audit Date: By: Date: By:			
8. Regular hours of work: (circle appropriate time)  FROM: 8:00am To: 5:00pm (can vary-7a-6p)	17. Audit Date: By: Date: By:				

## PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

MSA I's train, review and provide technical expertise and guidance on the most complex DDS cases to DDS examiners. Disability Examiners, make disability and blindness determinations for U.S. Social Security Administration on most Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI) claims filed or reviewed in Kansas. Examiners also review cases of individuals who already receive benefits, in order to determine if they continue to qualify for benefits. MSA I's may also make decisions on cases as agency workload demands.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
Lori Williams	Public Service Executive II	K054770

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
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20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

a) the employee has considerable latitude for making decisions and acting independently in accordance with established policies and must plan, organize and prioritize work to accomplish desired results and meet deadlines. b) the employee is responsible for insuring that their work complies with pertinent Federal and State laws, regulations, and guidelines and agency policies. Copies of this information is provided for reference and the employee is give occasional verbal or written instructions regarding specific assignments. c) assignments are received from the Training and Technical Support

manager. These occasionally specify actions to be taken but normally speak to results or outcomes, leaving the means of accomplishment to the discretion of the employee.

- d) Which statement best describes the results of error in action or decision of this employee?
- ( ) Minimal property damage, minor injury, minor disruption of the flow of work.
  - (X) Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
  - ( ) Major program failure, major property loss, or serious injury of incapacitation.
  - ( ) Loss of life, disruption of operations of a major agency.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties:)

**What** is the action being done (use an action verb); **to whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time	
	<p>Overview of Position: Incumbents must have demonstrated knowledge of, and expertise in, the adjudication of initial level disability claims and other higher level disability claims including reconsideration, reopening informal remands and continuing disability investigations on the basis of applicable rules, regulations and other policy standards established by the Social Security Administration of the Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI) programs as a base for this position. Work as a Resource and Reviewer is performed independently under the general direction of the MSA II manager of the Quality Assurance Unit. Will report regularly to supervisor to discuss unit progress and/or problems that require advice from above.</p>
1. 10%	<p>Adjudicates disability claims in an expeditious and cost effective manner, ensuring that decisions on assigned claims are supported by the preponderance of evidence and satisfy federal requirements, and maintaining a high degree of accuracy. May follow similar procedures in determining claimant eligibility for state Medical Assistance program. Develops and adjudicates other specialized caseloads, (court cases, acquiescence rulings, etc.) as assigned. Must maintain Single Decision Maker status, adjudicating independently to the full extent of the law.</p>
2. 30%	<p>Utilizes knowledge of Social Security Administration (SSA) Disability Programs, Policies and procedures, medicine, psychology, and vocational evaluation to train/mentor new and experienced Disability Determinations staff, and serve as a technical expert to a unit of Disability Examiners. Will provide mentoring and/or training to new Disability Examiners regarding use of the computer, claims development procedures. May serve as Vocational Specialist providing vocational analysis for new and experienced Disability Examiners on cases involving transferability of skills.</p>
3. 50%	<p>Performs all levels of quality reviews on adjudicated as well as pending claims. End of line reviews assess the accuracy of the decision, appropriateness of evaluation of both impairment severity and vocational factors, the completeness and consistency of medical and vocational documentation, and the completion and accuracy of technical requirements and entries. Performs on line reviews on selected cases to evaluate the timeliness, effectiveness and adherence to agency requirements of examiners' developmental practices. May perform vocational analyses. Prepares written reports to examiners and supervisors on deficient cases, which include an explanation of the deficiency, citation of references and suggested remedial actions.</p>
4. 10%	<p>Other duties as required due to agency training or quality needs.</p>

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22. List the consequences of not performing the essential functions of this position as identified in Section 21.

Failure to appropriately review and assess the adjudication of claims denied by DEs could result in erroneous adverse disability decisions. The denial of disability benefits (cash payments and Medicare) could then result in adverse impact on the health and welfare of applications. Failure to appropriately assess decisions to allow benefits adds additional claimants to the Social Security disability rolls and further reduces limited SSA funds.

Inadequate training and guidance of examiners can result in incorrect decision, delays in decisions and/or unnecessary expenditures.

23. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

- ☐ Lead worker assigns, trains, schedules, oversees, or reviews work of others.
- ☐ Plans, staffs, evaluates, and directs work of employees of a work unit.
- ☐ Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

**Title**

**Position Number**

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contacts are made with State Agency Medical and Psychiatric Consultants, Supervisors of Disability Examiners and DE I's and II's. These contacts are needed to present training and to clarify questions raised in the review process related to the application of the SSA law, regulations and guidelines. There are weekly contacts with the public and claimants to answer general inquiries and specific program questions. There are periodic contacts with colleges/universities/personnel agencies for recruitment purposes.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

Stress typically related to quality appraisal work.

There is the constant pressure to set limits, organize time and prioritize duties and tasks.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Computer terminal, video equipment, telephone, copier, and calculator are used frequently.

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**PART III - To be completed by the department head or personnel office**

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**PART III-Education, Experience and Physical Requirements Information.**

27. Minimum Qualifications as stated in the State of Kansas Class Specification.

Three years of experience in collecting, evaluating, studying or reporting on statistical, economic, fiscal/budget,

legislative or administrative data. Education may be substituted for experience as determined relevant by the agency.

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Education or Training - Special or professional

Examiners complete SSA's national training program (called Disability Examiner Basic Training) once hired and must pass written examinations in order remain a disability examiner.

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License, certificates and registrations

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Special knowledge, skills and abilities

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Experience - Length in years and kind

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**28. SPECIAL QUALIFICATIONS**

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

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Signature of Employee \_\_\_\_\_

Date \_\_\_\_\_

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Signature of Personnel Official \_\_\_\_\_

Date \_\_\_\_\_

**Approved:**

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Signature of Supervisor \_\_\_\_\_

Date \_\_\_\_\_

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Signature of Agency Head or  
Appointing Authority \_\_\_\_\_

Date \_\_\_\_\_